

Chapter 10: Policy and Objectives

Mission

The principle mission of Central Washington Interagency Communications Center (CWICC) is the safe and cost effective coordination of emergency response resources to all incidents within the Central Washington Interagency Fire Management Area (CWIFMA). This is accomplished between CWICC, federal land management agencies, state agencies, and other cooperators by maintaining communications, monitoring situations as they escalate and ramp down, anticipating needs in the field, and expediting resource orders.

Total Mobility – Closest Forces

CWICC personnel, in cooperation with Unit Duty Officers (DOs), will position and utilize resources, regardless of affiliation or location, to meet anticipated and existing fire protection needs within the Central Washington Interagency Fire Management Area.

Priorities

Priorities will be adjusted to meet specific situations as they occur. Standard criteria for establishing priorities are found in the National Mobilization Guide, Chapter 10, Page 1 and Washington State Mobilization Guide, Chapter 10, Policy Manual PO20-001 Fire Suppression.

When competition for resources occurs, CWICC and Forest/Regional DO's or the Central Washington Multi-Agency Coordination (CWMAC) Group, if activated, will establish priorities for incidents and the assignment of critical resources.

Once the situation in CWIFMA is assessed, all agencies will be notified of incident priorities at the local and regional level. Effective two-way communication will provide all units with the information needed to manage their resources in the most efficient manner.

Scope of Operation

CWICC Duties and Responsibilities

CWICC personnel will be prepared and capable of providing safe and efficient direction to resources responding to incidents within central Washington. CWICC will do the following:

1. Provide a CWICC Duty Officer at all times.
2. Provide 24 hour staffing as necessary.
3. Gather various data/intelligence and create intelligence products for field resources to use each day.
4. Maintain situational awareness of the status and capabilities of firefighting resources within CWIFMA.
5. Maintain open communications and share pertinent information with neighboring dispatch centers and fire management areas as necessary.

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6. Provide logistical support for local and non-local incidents.
7. Notify Northwest Coordination Center when national resources are dispatched.
8. Notify duty officers of new smoke reports on their unit and/or the assignment of their resources to an incident either on or off their district.
9. Coordinate with fire managers about placing resources of standby after their normal shift has ended. Standby will depend on current and predicted fire danger.
10. Inform agency duty officers and parent dispatch centers of any major issues that could require immediate assistance and additional resources.

Agency Duties and Responsibilities

Individual agencies are responsible for all facets of fire management on their unit. They are responsible for recruiting, training, and accomplishing fire management activities in order to meet established agency plans and standards. Agency representatives and unit duty officers are responsible for the following:

1. Inform CWICC of all reported fires, regardless of location or status.
2. Maintain awareness of the location of all agency resources within their district that have fire suppression responsibilities.
3. Staff initial attack resources appropriately, taking into account the time of year and anticipated fire danger. Coordinate with CWICC when this is not possible or when additional resources are necessary.
4. Status overhead resources in ROSS that are available to take an off unit assignment as necessary.
5. Inform CWICC by 1000 each day with district staffing.
6. Place all incident resource orders through CWICC.
7. Inform CWICC immediately of any staffing changes made locally or any changes to resources responding to smoke reports.

Personnel Responsibilities

1. All personnel involved in fire suppression shall meet training, experience, and qualification criteria outlined under their agency guidelines.
2. Individuals that discover a fire are expected to notify CWICC and take action consistent with their ability and agency guidelines. CWICC may provide additional direction or guidance.
3. All personnel will carry a valid picture ID and current red card when taking an off district fire assignment.

Notification Standards

CWICC will send an email/text notification to agency fire managers when:

1. Agency fires exceed five acres.
2. Multiple incidents (five or more) have started.
3. A fire is visible from a major highway or urban area.
4. A fire impacts traffic on major roads or highways.

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5. A fire weather watch or red flag warning is issued by the National Weather Service.
6. An incident begins to mobilize more than just initial attack resources.
7. A prescribed fire has the potential to escape or the burn boss activates contingency resources.
8. A fire related injury that requires an air or ground medivac.
9. National resources or aircraft are dispatched.
10. An aircraft accident or incident with potential occurs.
11. Structures are involved or have been lost.
12. A Type 1/2/3 incident management team is mobilized in the area.
13. The Geographic Area or Local Preparedness Level is raised to a 4 or 5.

Fire code/Alpha Code Numbers

Management codes for all federal and state incidents within CWIFMA will be issued by CWICC after an actual GPS location is relayed to dispatch. All fiscal codes will be entered into WildCad under the fiscal tab.

Unique Circumstances

- Management codes for all federal incidents within **Okanogan County**, with the exception of incidents on the Colville Nation (BIA), will be issued by CWICC.
- Alpha codes for all state incidents within **Okanogan County** will be issued by Northeast Washington Interagency Communication Center (NEWICC).
- Management codes for all federal incidents in **Klickitat County**, within the Columbia River Gorge Scenic Area response boundary, will be issued by Columbia Cascade Communication Center (CCC).
- Alpha codes for all state incidents within **Klickitat** County will be issued by CWICC.
- Alpha codes will be issued by CWICC for all state incidents in the **Snake River Area** managed by Blue Mountain Interagency Dispatch Center (BMIDC).

Resource Mobilization

CWICC will coordinate the movement of all resources inside the CWIFMA boundary; all movement will be documented in WildCad or ROSS. CWICC does not utilize ROSS as an initial attack tool and will not input each initial attack fire, or the firefighting response, into ROSS. All initial attack documentation will be done in WildCad. Every attempt will be made to mobilize resources at a reasonable time in order to mitigate firefighter fatigue. Incident operations driving guidelines will be adhered to as much as possible. Please refer to the National Mobilization Guide or the Washington State Mobilization Guide for specific agency regulations on the following topics:

- Work/Rest, Length of Assignment, and Days Off
- Assignment extension

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- Incident Operations Driving

Resource Ordering System

Resource orders are initiated to request additional overhead, aircraft, equipment, crews, and supplies for various incidents that happen within CWIFMA. All incidents requiring additional resources or supplies will be requested through CWICC. A majority of these resource orders will be done in ROSS. However, it is acceptable to use resource order hard cards for smaller incidents that do not need to be in ROSS. All aircraft and contract resources will be entered into ROSS for payment purposes.

Incident Ordering

Field personnel will request additional resources through CWICC by phone or radio. The dispatcher will write the request on a General Message form and take it to logistics or aircraft for processing. All orders will include the following:

- Specific resource needed (example: 1000ft of 1 inch hose, not 1000ft of hose)
- Agency or Contract
- Date and time needed
- Any additional needs
- Delivery point and driving directions
- Receiving person's contact information

During the height of fire season, resources are often depleted and resources will be mobilized from outside the area. CWICC will ask the incident if it is acceptable to "shop" resource orders with neighboring dispatch offices, or "place requests up" to Northwest Coordination Center or Washington State Wildfire Division, before doing so.

Preparedness/Preposition/Severity Ordering

Districts that require additional field resources for an incident other than a going fire will place orders through CWICC. These requests will be placed on a preparedness, preposition, or severity resource order in ROSS. CWICC requires the same specific information for these orders as if does for incident ordering.

It does not take long to deplete field resources in Central Washington. If CWICC is unable to find a specific field resource, CWICC will check with the incident and make sure it is okay to contact neighboring dispatch centers to see if they have any resources available.

Name Requests: Resource orders for specific individuals should be rare, especially if a local individual can fulfil the duties of the person being requested. Adequate justification for this type of order is needed before CWICC can create the order in ROSS. These orders may or may not make it through the ROSS system due to circumstances beyond CWICC's control.

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Detail Requests: Units can order individuals for project work that is going to last for an extended period of time and is attached to a hard dollar code. A detail request form must be completed and submitted to CWICC before a resource order is created in ROSS.

Unable to Fill Procedures: A 48 hour “Unable to Fill” (UTF) policy exists nationally. The National Interagency Coordination Center will return all requests to the ordering geographical area if the order is not filled within 48 hours. A new request will need to be made if the resource is still needed and placed again through appropriate ordering channels.

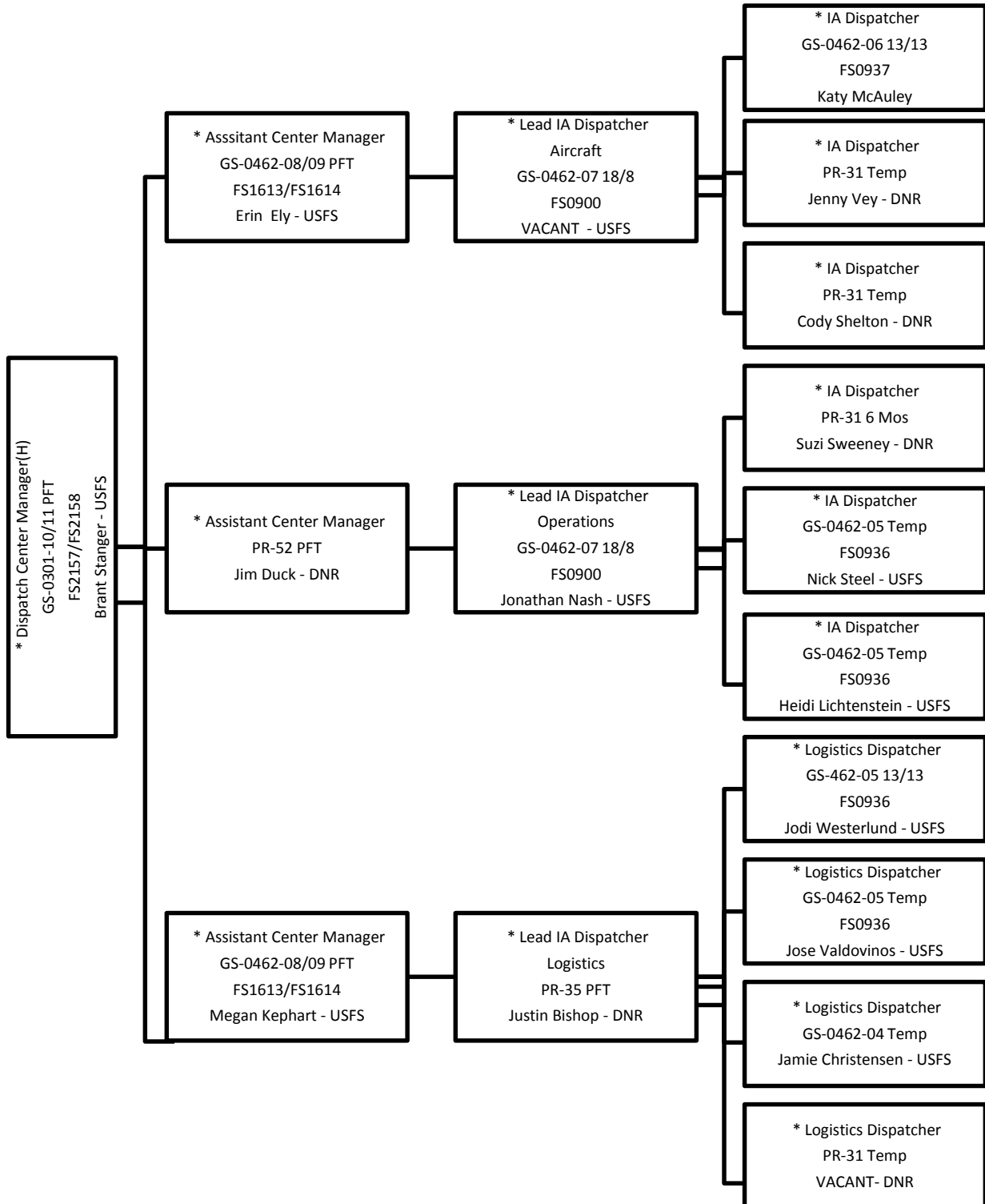
CWICC UTF Procedure: CWICC routinely receives resource orders for out of area assignments. All attempts will be made to fill the resource order within two hours of receiving the resource order in ROSS. The order will be UTF’d to the sending dispatch center if the order is not filled during this time frame.

Resource Demobilization

Incidents within CWIFMA will notify CWICC in advance of any demobilization plans. This allows CWICC personnel to find possible reassignments or arrange any necessary travel arrangements. It is imperative to notify Northwest Coordination Center when any National Resources are being released. Refer to the National Mobilization Guide for a list of National Resources.

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Central Washington Interagency Communications Center Organizational Chart 2016



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OWF Preparedness Plan

Forest Preparedness Levels are established by the Forest Fire Staff Officer during fire season, which is generally May through October. Preparedness Levels identify actions to be taken or curtailed by the Forest Fire Staff Officer and Central Washington Interagency Coordination Center to ensure an appropriate level of response.

Preparedness Levels are dictated by adjective class, staffing levels, the Northwest Coordination Center Seven Day Significant Fire Potential Outlook, and resource availability/commitment. Situations and activities described within the Preparedness Levels consider wildland and prescribed fire activity.

Figure 1: Preparedness Level Worksheet



OWF RESPONSE AREA STAFFING LEVEL MEDIAN	2		3		4		5	
(1)✓⇨								
NWCC 7 DAY SIGNIFICANT FIRE POTENTIAL OUTLOOK*	No	Yes	No	Yes	No	Yes	No	Yes
(2)✓⇨								
RESOURCES COMMITTED**		No	Yes	No	Yes	No	Yes	
(3)✓⇨								
OWF PREPAREDNESS LEVEL	II		III		IV		V	
*NWCC 7 DAY SIGNIFICANT FIRE POTENTIAL OUTLOOK	A FEN of Elevated or High in the 7 Day Outlook in either PSA NW05 or NW08 will trigger a Yes; http://www.nwccweb.us/predict/outlook.aspx							
**RESOURCES COMMITTED	Majority of IA resources and numerous overhead off the forest							

Figure 2: Preparedness Level Description

PREPAREDNESS LEVEL	DESCRIPTION
I	Aggregate response area fire danger is low, historically ~5% of fire days occur under these conditions and there has been no Large Fire occurrence. NWCC fire potential is null or if potential exists then significant resource commitment is null.
II	Aggregate response area fire danger is moderate, historically ~15% of fire days occur under these conditions and there has been no Large Fire occurrence. NWCC fire potential is null and significant resources are committed or NWCC fire potential exists and resources are available.
III	Aggregate response area fire danger is high, historically ~10% of Large Fire Days have occurred under these conditions. NWCC fire potential is null and significant resources are committed or NWCC fire potential exists and resources are available.
IV	Aggregate response area fire danger is very high, historically ~30% of Large Fire Days have occurred under these conditions. NWCC fire potential is null and significant resources are committed or NWCC fire potential exists and resources are available.
V	Aggregate response area fire danger is very extreme, historically ~60% of Large Fire Days have occurred under these conditions. NWCC fire potential exists or significant resources are committed.

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Figure 3: Forest Duty Officer Preparedness Actions. For draw down purposes a Module is defined as an Engine staffed with at least 3 personnel or a 5 person squad with leadership.

RESPONSIBLE PARTY	SUGGESTED ACTIONS	PREPAREDNESS LEVEL				
		I	II	III	IV	V
Forest Duty Officer	Identify District Fire Managers		○	○	○	○
	3 or more Modules are on Forest	○	○			
	7 or more Modules are on Forest			○	○	○
	Review regional and national PL's and evaluate Rx fire activities			○	○	○
	Consider aerial detection flights			○	○	○
	Consider holding/ordering additional resources if <i>current fire activity</i> is significant			○	○	○
	Consider holding/ordering additional resources if at the minimum draw down level or based on <i>predicted fire activity</i>				○	○
	Consider the need for closures/restrictions				○	○
	Ensure the PAO has initiated media contacts and public notifications				○	○
	Consider pre positioning an IMT					○
	Consider a fire severity request if no ABC					○

Figure 4: Communication Center Manager Preparedness Actions

RESPONSIBLE PARTY	SUGGESTED ACTIONS	PREPAREDNESS LEVEL				
		I	II	III	IV	V
Communications Center Manager	Ensure that SL, DL, and PL are calculated, broadcast, and posted daily in fire season	○	○	○	○	○
	Consult with OWF FMO concerning potential for extended staffing beyond normal shift length or days			○	○	○
	Consult with NWCC regarding availability of resources in the GACC				○	○
	Consider pre-positioning or detailing of off-unit IA dispatchers and logistics support personnel					○

Figure 5: Agency Administrator Preparedness Actions

RESPONSIBLE PARTY	SUGGESTED ACTIONS	PREPAREDNESS LEVEL				
		I	II	III	IV	V
Agency Administrator	Ensure Resource Advisors are designated and available			○	○	○
	Issue guidance to Forest Staff regarding the severity of the season and increased need for available fire support personnel				○	○
	Consider the need for closures/restrictions and discuss with Forest FMO					○

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Large Incidents and WFDSS

District personnel will not enter large incidents into WFDSS. Incident information in WFDSS is now auto populated from WildCad or Fire Code. It is imperative that the “populated incident” is used for all WFDSS projections because that information will automatically feed into other fire programs. If an incident is created independently in WFDSS the dataflow to other fire programs will be hindered.

Mobilization Procedures for Military Assets/National Guard

For information on how to mobilize military assets and the National Guard please refer to:

- The National Interagency Mobilization Guide, pages 24 and 25.
- The Northwest Interagency Mobilization Guide, pages 16 and 17.

Expanded Dispatch Organization

An expanded dispatch organization is designed to take the ordering pressure off of CWICC when a large incident occurs within CWIFMA. Expanded dispatch, when activated, will be located in the conference room across from the initial attack floor at CWICC. The Center Manager and Logistics Coordinator will work together and determine when it is appropriate to activate expanded, and in turn, when to close it. Refer to the CWICC Expanded Plan for further details.

Agency Fire Reports

Individual fire reports will be filled out for all wildland fires and sent to CWICC in a timely manner. Each agency is responsible for following agency policy on reporting procedures.

WA Department of Natural Resources

CWICC will enter all “header” information into the Emergency Incident Response Statistics System (EIRS) for all state fires within three days of the start of the incident. CWICC will also start a fire report folder for each incident on DNR Sharepoint, and upload the WildCad radio log and incident map to the fire report folder. It is the Incident Commander’s responsibility to log on to DNR Sharepoint and complete all fire reports for Type 4 and 5 fires. All fire reports for incidents Type 3 or higher will be completed by the District Fire Forester.

Forest Service

The Okanogan Wenatchee National Forest is responsible for reporting all statistical fires that occur on Forest Service lands. According to the Firestat User Guide, a FS 5100-29 will be completed for all unplanned ignitions that:

1. Burn on National Forest System Lands or;
2. Burns other lands for which the Forest Service has protection responsibility or;

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3. Threatens to spread to lands under Forest Service ownership or protection.

CWICC will maintain an OWF Accumulative Spreadsheet of all stat fires that occur on the forest. The spreadsheet will be updated weekly and posted to CWICC's website. The Accumulative Log will contain a majority of the data needed to create a fire report, including the SO number.

A completed and signed fire report will be turned into CWICC within 10 days of the incident being called out. A "Missing Fire Report List" will be emailed to the FMO mailing list every two weeks to remind districts of outstanding fire reports. Completed fire reports will remain on file at CWICC for record retention purposes.

BLM

Per BLM policy, the Spokane BLM will complete a DI-1202 Individual Fire Report will be filled out for the following incidents:

- Type 1* - Action Fire
- Type 2* - Natural Out
- Type 3* - Assist Fire
- Type 5* - False Alarm
- Type 6* - Severity

It is the Incident Commander's responsibility to send a completed Northwest Incident Organizer to CWICC within ten days of the incident being called out. CWICC personnel will create and enter BLM fire reports into the Wildland Fire Management Information (WFMI) System based on the information given on the Northwest Incident Organizer. If CWICC does not receive a completed incident organizer, an attempt will be made to contact the Incident Commander for the information. If the Incident Commander cannot be contacted, the BLM Duty Officer or BLM Fire Management Officer will be contacted and they will become responsible for getting all fire report information to CWICC.